

CITY OF NEWBERG POSITION DESCRIPTION

Class Title: Assistant Library Director
Department: Library

Range: 171
FLSA Status: Exempt
Date: October 2016

GENERAL STATEMENT

Performs a variety of routine and complex administrative, and professional work in the operation of the Library.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Library Director.

SUPERVISION EXERCISED

Exercises supervision over Librarians, Library Assistants and other support staff and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Participates on the Library Management Team in determining policies and best practice for the Library as a City department, as a member of the Library Cooperative, and as a contemporary asset in the larger Library community. Includes brainstorming, problem solving, and future planning for the library, its staff and its patrons.

Serves as Library Director in his/her absence.

Administers assigned area of Library operations to achieve goals within available resources.

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Administers and supervises online and computer resources.

Provides professional advice on Library issues to supervisors, and makes presentations.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists staff in performing duties; adjusts errors and complaints.

Promotes interest in Library programs through publicity, program brochures, cooperation with various community groups, and public contacts; speaks before citizens groups, students and other business and civic organizations.

Answers letters of inquiry and talks with patrons; addresses public and civic organizations which will inform the public of Library policies, procedures and the availability of facilities for public use.

May select the general Library collection; reviews and keeps abreast of major selection tools; prepares Library purchase orders; reviews books, periodicals and collections which are outdated or not used, and recommends removal and disposition.

Inspects new collection material upon arrival for quality and financial control purposes.

Organizes and conducts special programs for patrons.

Assists patrons in the selection of Library materials, reference guidance, and checking out materials.

Oversees various Library services as assigned.

Prepares a variety of reports and maintains necessary operating records.

Administers various special Library activities throughout the year, such as reading programs, book clubs, etc.

PERIPHERAL DUTIES

Performs a variety of miscellaneous administrative duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for use of Library facilities, setting up tables and chairs for programs, etc.

Serves as a member of various city employee committees, as assigned.

Assists staff in the performance of their duties as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Graduation from a college or university with a Master's degree in Library science, and three (3) years of experience in Library operations including two years in a supervisory capacity.

Bi-lingual in English and Spanish is preferred.

Special Requirements:

Possession of, or ability to obtain by date of hire, a valid state driver's license.

Must successfully pass a criminal history background check. Must be able to pass the department's security clearance standards for unescorted access to certain City facilities, including review of driving record.

Knowledge, Skills & Abilities:

- Thorough knowledge of Library collection classification and selection tools and techniques.
- Considerable knowledge of the principles and practices of modern library systems and programs.
- Working knowledge of equipment and facilities required in a comprehensive library system.
- Working knowledge of the principles and practices of office management, work organization and supervision.
- Skill in operation of computers, peripheral computer devices and hardware, standard office equipment and specialized library services equipment.
- Skill in using word processing, spreadsheet, data base, desk-top publishing and website management software.
- Ability to accurately classify and catalog library materials.
- Ability to analyze and utilize a variety of reports and records.
- Ability to communicate effectively, verbally and in writing. Bilingual ability preferred.
- Ability to establish and maintain positive and cooperative working relationships with patrons, employees, supervisors, other agencies, and the general public.

TOOLS AND EQUIPMENT USED

Library computer system; personal computer, including word processing, spreadsheet and data base management software; electronic reference resources; standard office equipment and communication devices; City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of qualified individuals with limitations who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is generally moderate with occasional loud outbursts.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: July 2006, August 2002, September 1999